

CLIENT DETAILS

Business Name

Contact Name

Phone Number ☆

Email Address ☆

Website

DOMAIN & HOSTING

Domain Name(s)

Domain Extension

<input type="checkbox"/> Emails	<input type="checkbox"/> Shared Hosting
<input type="checkbox"/> Database	<input type="checkbox"/> Virtual Server
<input type="checkbox"/> SSL Security	<input type="checkbox"/> Dedicated Server
<input type="checkbox"/> Malware Protection	<input type="checkbox"/> Domain Guard

FUNCTION

- | | |
|--|---|
| <input type="checkbox"/> Static Pages | <input type="checkbox"/> WordPress |
| <input type="checkbox"/> Blog System | <input type="checkbox"/> Booking / Appointment System |
| <input type="checkbox"/> Portfolio | <input type="checkbox"/> E-Commerce / Online Shop |
| <input type="checkbox"/> Membership System | <input type="checkbox"/> Image Gallery |
| <input type="checkbox"/> Custom Forms | <input type="checkbox"/> Live Chat / Messaging System |
| <input type="checkbox"/> Check In / Out System | <input type="checkbox"/> Other _____ |

SERVICE

- | | |
|---|---|
| <input type="checkbox"/> Logo Design | <input type="checkbox"/> Terms & Condition Policies |
| <input type="checkbox"/> Favicon Setup | <input type="checkbox"/> Copyright Service |
| <input type="checkbox"/> QR Code / Barcode | <input type="checkbox"/> Payment Processing |
| <input type="checkbox"/> Text / Content Service | <input type="checkbox"/> Social Media Integration |
| <input type="checkbox"/> Images / Videos Sourcing | <input type="checkbox"/> E-Commerce API |

MARKETING

- ☐ GDPR / Privacy Checkbox
- ☐ Google Maps / Location
- ☐ Google Advertising
- ☐ SEO Setup
- ☐ Google Analytics
- ☐ Social Media Marketing

SUPPORT

- ☐ Ongoing Maintenance
- ☐ On Demand Updates
- ☐ Regular Backup
- ☐ Security / Encryption
- ☐ SEO Optimization
- ☐ Customer Support

TIMELINE

- | | |
|--|---|
| <input type="checkbox"/> Within 1~2 weeks (Urgent) | <input type="checkbox"/> Within 6 months |
| <input type="checkbox"/> Within 3~4 weeks | <input type="checkbox"/> Flexible / No fixed deadline |
| <input type="checkbox"/> Within 1~2 months | <input type="checkbox"/> Deadline _____ |

NOTES

FEATURES

- ☐ Multi Language Support
- ☐ Login System
- ☐ Contact Form
- ☐ File Upload
- ☐ Search / Lookup
- ☐ Pagination
- ☐ Live Chat
- ☐ Reviews / Feedback
- ☐ Sitemap
- ☐ Progress Indicator / Bar
- ☐ Mobile / Tablet Friendly

PREFERENCES

Sites Inspired By

Disliked Sites

Desired Colour(s)

BUDGET

- ☐ Under £500 (Basic 1 page)
- ☐ £500 ~ £1,000 (Small 5 pages)
- ☐ £1,000 ~ £2,500 (Standard)
- ☐ £2,500 ~ £5,000 (Advanced)
- ☐ £5,000+ (Complex)
- ☐ Not Sure Yet
- ☐ Monthly Budget £ _____